

**LETTER TO THE SNAP: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM
OR TEMPORARY FAMILY ASSISTANCE (TFA) OFFICE FROM
THE SCHOOL FOOD AUTHORITY**

Date _____

Dear _____

The receipt of SNAP benefits or TFA automatically qualifies children for free school meals. The regulations of the SNAP and the TFA Programs permit SNAP and TFA offices to release eligibility information to administrators of the National School Lunch and School Breakfast Programs to ensure that only eligible children receive free meal benefits.

Enclosed is a listing of approved free meal applicants who have been selected for verification and who have indicated that the child for whom the application was made received SNAP and/or TFA benefits at the time of application. On the enclosed listing, please indicate if these household members participated in the SNAP and/or TFA programs at any point and time during the dates listed on the following page. This information will be used only to confirm the approved applicant's eligibility for free meal benefits.

Your return of the listing by _____ will be appreciated. A self-addressed return envelope is also enclosed for your convenience.

Thank you for your assistance and if you have any questions, or need additional information, please contact _____ at _____.
Name Telephone No.

Sincerely,

Signature
City, State, Zip
Telephone No.

Enclosure (Verification Form-SNAP/TFA Recipients)

<p>In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.</p>
